

# Frequently Asked Questions

## General

How do I file a Lien on someone's property? Answer:

Construction and Mechanic's Liens are filed with the County Clerk and Records Office.

Where can I get a copy of a Montana birth or death certificates?

Answer:

County Clerk and Records Office

How can I reach the local Public Defenders Office? Answer

The Office public Defender in Kalispell can be reached by calling (406) 751-6080.

How can I find out about arrest warrants on myself and others? Answer:

You can contact your local County Sheriff's Office.

Where do I go to pay a Traffic ticket or citation?

Answer:

Traffic tickets are all handled by the court of limited jurisdiction – Justice Court, City Courts. The ticket or citation will list the name of the court and/or the name of the Judge.

Will I need to check in for court?

Answer:

Litigants and /or their legal representative must be present in court at or prior to the scheduled date and time.

Can I talk to the District Court Judge? Answer:

Any party to a case or one's legal representative may only have audience with the court at a scheduled hearing or attorney's conference.

Can I get forms from the District Court Office?

Answer:

Our office has several packets available with forms for the Public regarding Dissolutions and Parenting Plan. The cost to purchase each packet of forms is \$10.00.

How can I obtain copies of records (divorce decree, final parenting plans, marriage license etc.) and what is the cost?

Answer:

You can appear at the clerk of courts office personally or you can mail a written request to;

Sanders County District Court  
1111 Main Street

PO Box 519  
Thompson Falls, MT 598743

You will need to include a self-addressed stamped envelope and a check or money order made payable to the Clerk of Court. Statutory Fees vary depending on the request of document; Copies are \$1.00 per page for the first 10 pages and then \$.50 per page thereafter. A copy of a divorce decree is \$10 (regardless of how many pages), a copy of a marriage license is \$5.00 and if you need it certified it is an additional \$2.00. Certification of any document the fee is \$2.00.

## **Criminal**

Can I pay supervision and/or felony restitution fees to the Clerk of Courts Office?

Answer:

Supervision fees and felony restitution fees are paid through the State Office in Helena Contact information is as follows;

Department of Corrections  
1539 11<sup>th</sup> Avenue  
PO Box 201350  
Helena, MT 59620-1350  
1 – 800- 801-3478

## **Marriage**

What are the hours for processing marriage applications?

Answer;

Marriage License can be issued from 8:00am to 4:30pm, Monday – Friday. Each application process can take approximately 30 minutes.

Who can marry us?

Answer:

Please review the Montana Codes Annotated, Title 40 Family Law, 40-1-301  
<http://leg.mt.gov/bills/mca/40/1/40-1-301.htm>

Do we have to have an appointment to get married by the Justice of the Peace and /or City Judge?

Answer:

Please refer to that department. (Justice Court and/or City Court)

If we did not get married within six months of applying for our license, is the license still valid?

Answer:

No, Marriage Licenses in Montana expire 180 days from the issue date. The couple will need to begin the process again and reapply for another marriage license. A new fee must be paid.

## **Passport Information**

Where else can I get information about passports?

Answer:

US Dept. of State Passport website <http://travel.state.gov> or call the National Passport Information Center 1-877-487-2778

Passport Applications are by appointment only and each application process can take approximately 15 minutes. Must have all required documents and photocopies, or the appointment will be rescheduled. In addition, two separate payments will be required. (credit cards are not accepted)

If you have any questions with completing the application prior to your appointment, please visit the Dept. of State website ([travel.state.gov](http://travel.state.gov)) or call the National Passport Information Center 1-877-487-2778.

*\* Passport Renewal Application are not processed through this office, please refer back to the renewal application or contact the Dept. of State.*

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